

## Memorandum

TO: Robin Jean Davis  
FROM: Arthur Angus, Jess Gundy  
RE: Check out Procedure for WVSCA Vehicles  
DATE: August 25, 2016

There are currently no formal written policies or procedures that governs requesting a WVSCA vehicle, however; the procedure we utilize for signing out a vehicle normally entails getting on the WVSCA Intranet and filling out a request (copy is attached to this memo). Sometimes requests are made by e-mail. On other occasions a request is either made verbally in person or over the telephone.

On occasions where the destination was not recorded, the vehicle was normally operated by a runner who was traveling to numerous locations within the Charleston area. On other occasions we were aware of where the vehicle was being driven because one of us was the operator and we were either driving it locally or taking it to be serviced.

When a written request is made by a court employee over the intranet or by e-mail the destination is always recorded because that is one of the required fields on the request. When a court employee makes a verbal request they will state where they are going or we will ask in order to record it in the destination field on the reservation program. In the past, when a Justice or the Court Administrator would make a verbal request we would not always inquire what their destination was if they did not voluntarily give one.

The only person we can recall that failed to provide a destination when asked was Justice Loughry.

Cc: Other Justices